

ROBERT SMITH

Sr. Social Work Assistant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Seeking a Social Work Assistant position to utilize leadership and analytical skills in a business operation organization, school setting environment, or a governmental agency.

CORE COMPETENCIES

Microsoft Word, Excellent Communication, Customer Service, Internet Explorer, Internet Explorer, Connections.

PROFESSIONAL EXPERIENCE

Sr. Social Work Assistant

ABC Corporation - April 2000 – May 2004

Key Deliverables:

- Initialed Intake, and Assessment.
- Assisted Social Workers in transferring children to foster home and to biological parents.
- Conducted routine and special safety assessments in foster homes.
- Made home visits to update information for recertification of foster homes.
- Assured the safety and well-being of children.
- Planned and coordinated broad community education and awareness program.
- Planned and coordinated primary and secondary prevention programs to reduce family violence.

Social Work Assistant

Delta Corporation - 1999 – 2000

Key Deliverables:

- Administrative clerical support to Social Service staff Reorganized agency filing system customer service.
- Patient advocate Provide emotional support to patient and family members Assistance with discharging planning to Educate patients and family members.
- Assistance with the elderly in the community with daily activities Emotional support the homebound Provides transportation.
- Belita Byrd, Director 20+hours/week Duties Provided services to children & families in Major county that included providing treatment services.
- Attending daycare communities Attending the needs, problems, and risks of daycare communities.
- This is Dummy Description data, Replace with job description relevant to your current role.
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EDUCATION

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- BS - 2015(The Resource Training Center - Manhattan, NY)